

RMS

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Chief, Management Staff

22 May 1959

Chief, Records Management Staff

Weekly Report for Week Ending 20 May 1959

1. Contributions

a. Tangible

- (1) Completed one revised and five new forms. Made one form obsolete.
- (2) Completed a joint assignment with the Office of Comptroller which eliminates the need for Transmittal Dispatches on T & A Records to the Field. As a result, the following savings will be effected annually:
 - (a) Eliminated 700 sets of the dispatch form.
 - (b) Eliminated 5400 sheets of letterex.
 - (c) Eliminated 2100 transmittal slips.
 - (d) An estimated \$400. in typing dispatches and substantial man-hours and time in the coordination and release of dispatches. This project was completed by DD/P Trainees.
- (3) Five hundred and eight-five cu. ft. of inactive records were received by the Records Center from nine offices. There are now 45,277 cu. ft. of records in the Center.
- (4) Seventy-seven cu. ft. of records were destroyed leaving a balance of 751 cu. ft. awaiting destruction.
- (5) Returned to the Office of Personnel a requisition for two Elevator Card Files costing \$5,000. Our review of the proposed application indicated that the number of references to the file did not justify the need for this equipment.

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1. Intangible

- (1) Recommended to the Supply Division the stocking of typists' Data Guides. This action implemented an Employee Suggestion.
- (2) The Top Secret Control Office agreed to our proposal to discontinue the registering of Top Secret material deposited and withdrawn from the Vital Materials Repository. This change in procedure will save some clerical time at the Repository.
- (3) Agreement has been received from OSI to our proposal to change the method of recording the receipt of NIS Map Negatives at the Vital Materials Repository. This change in procedure will save us some clerical time.

2. Assignments - Active

a. Forms

- (1) Four new and 15 revised forms in process.
- (2) Teletype Dissemination Information Reports and Systems.
- (3) Revision of Dispatch Forms.
- (4) Improved Management of Stocked Forms.
- (5) Uniform Information Report.
- (6) Evaluation of Information Reports.
- (7) New Building Project. Approximately 75% complete.
- (8) Elimination of Transmittal Dispatch for TL A Forms. See 1.a.(2).
- (9) Agency Chain Envelope.
- (10) Expediting Printing of Information Reports. Discussed standardized routing of OS Reports with RC/NSM and CI Staff.

b. Shelf Filing

- (1) Office of Personnel.
- (2) Contact Division.
- (3) Office of Security.

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- (4) OGR. Waiting for response from Office of Security on feasibility of establishing a secured area.
- (5) OGR. The approval of a proposal for an installation in TPO will eliminate approximately 27 pieces of filing equipment.

c. Filing Systems

- (1) FMS Filing System.
- (2) GEL. Two cu. ft. of records destroyed and 1 cu. ft. transferred as a result of our work so far. A special index is being prepared for this file.

d. Audit and Revision of Records Control Schedules

- (1) CO/FOD.
- (2) OGR.
- (3) Executive Registry.

e. Special Projects

- (1) Revision and Reorder of Overnight Storage Boxes. Arranged with Logistics to have a plastics company discuss possibilities of manufacturing these boxes. Prepared an article for Support Bulletin on the redesign boxes.
- (2) OD/P Support Records
Survey continues in III Division.
- (3) predecessor Agency Records. Inventory continues.
- (4) Revision of Training Material to be used by OIR.

f. Vital Records

See 1.b.(2) and 1.b.(3).

4. News

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1. Ten members of our Staff and several Area Records Officers attended the monthly meeting of IRAC at Archives.

Distribution,

Orig - Addressee

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